



PERSONNEL BOARD APPLICATION

**Thank you for your interest in serving on
the City of Sedona Personnel Board**

Before You Begin. Please read the following instructions carefully before filling out your application – type or print clearly in ink only. A resume is not required, but you are encouraged to submit one. However, you must complete all questions and furnish all requested information. If an item does not apply to you, or if there is no information to be given write in the letters “NA” for “Not Applicable”. Return your completed application to the City Clerk’s Office at 102 Roadrunner Drive. Applications will be forwarded to the Mayor and City Council for evaluation and appointment.

All information submitted in this application is public information and subject to disclosure in response to a public records request.

YOUR NAME: _____

ADDRESS: _____
Street Address (No P.O. Boxes) (City) (State) (Zip)

MAILING ADDRESS (if different): _____

PHONE: Home _____ **Work:** _____ **Message Phone:** _____

E-MAIL ADDRESS: _____

Do you live within the incorporated boundaries of the City of Sedona? Yes () No () If so, for how many years? _____

If you live outside the incorporated boundaries of the City of Sedona, are you employed, own a business or have substantial ties (e.g. own property) within the incorporated boundaries of the City of Sedona? Yes () No () If so, please explain _____

Have you previously been appointed to any position by the City of Sedona?
Yes () No () If so, what and for what length of term? _____

In answering the following questions, if more space is required, please attach a separate sheet of paper.

Qualifications – Please indicate your qualifications, experiences, employment history, etc. that you feel are relevant and qualify you for this appointment.

What skills do you feel you possess that would enable you to help to achieve consensus on issues?

What are your perceptions of the duties, responsibilities, and role of the Personnel Board?

What experience and special skills would you bring that would demonstrate an understanding of personnel issues?

If appointed to the Personnel Board, are you willing to serve the full term of the appointment (3 years)?

Thank you for your interest to serve on the Personnel Board. Please return your completed application to the City Clerk's office located at 102 Roadrunner Drive, Sedona Arizona. If you have questions about the application and selection process the City Clerk's office is glad to assist you, please call 282-3113. For questions about the Personnel Board, please contact Human Resources at 203-5189.